

INVITATIONS

Invitations to formal socials are traditionally engraved, partially engraved or hand written. Invitations to informal socials are also engraved, partially engraved or hand written, but also allow for more options, especially in the age of computers.

Most socials hosted by the CINC, DCINC or directors are considered official, yet informal.

Source Star rank (flag) of host, if appropriate, or unit crest or plain card stock Size Approximately 3 ½ x 5 ½ inches (with matching envelopes)	Print Engraved, partially engraved, hand written, produced by computer Envelopes Addresses by hand (can be typed or printed)
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Examples

(4-star flag)

*The Commander in Chief, U.S. Pacific Command and Mrs. Prueher
requests the pleasure of your company*

at dinner in honor of

(Name)
(TITLE)

*on Tuesday, the seventh of November
Nineteen hundred and ninety-eight
at seven o'clock
Quarters A, 6 Hale Alii Avenue
Pearl Harbor, Hawaii*

RSVP 477-7801 *Aloha Attire*

When possible, mail invitations to large events 4 weeks before the function. Mail all other invitations at least 3 weeks before the event. Always mail invitations to the business address. The recipient of an invitation *should* respond within 2 days. This enables the host or hostess to make preliminary arrangements and invite other guests if the recipient is unable to attend. (Hopefully, the recipient won't wait until the RSVP date.)

NOTE: A home address may be used when no business address is available.

When possible, suspense RSVPs at least seven workdays before the event to allow time for final preparations and confirming unknowns who have not responded. See figures 1, 2, and 3 for sample invitations (including partially engraved and handwritten invitations).

(blank or X-star flag or PACOM)

*The Director, Strategic Planning and Policy, U.S. Pacific Command
requests the pleasure of your company*

at dinner in honor of

(Name)
(TITLE)

*on Tuesday, the seventh of November
Nineteen hundred and ninety-eight
at seven o'clock
(Name) Restaurant
Honolulu, Hawaii*

RSVP 477-XXXX *Aloha Attire*

Engraved or Typeset Invitations



*General John A. Doe, Jr.
Commander, Air Education and Training Command
cordially invites you to a Retirement Ceremony*

in honor of

Lieutenant Colonel William E. Doe III

*on Wednesday, the thirty-first of December
nineteen hundred and ninety-five
at six-thirty o'clock*

*Officers' Open mess
Randolph Air Force Base, Texas*

*RSVP by 17 December
(210) 652-4126
DSN 487-4126*

*Military: Uniform of the Day
Civilian: Informal*



*General John A. Doe, Jr.
Commander, Air Education and Training Command
and Mrs. Doe*

*request the pleasure of your company
at a Fiesta Reception*

*on Thursday, the twentieth of April
at seven o'clock*

*Rio Rio Cantina
421 East Commerce, San Antonio, Texas*


*RSVP by 7 April
(210) 652-4126
DSN 487-4126*

*Dress: Casual/Sport Shirt, no tie
Cost: \$15.00 each Cash Bar*

A "To Remind" invitation is given to those who have already committed to an event. It is the same as a regular invitation except it shows "To Remind" in the bottom left corner instead of an RSVP date. It is a nice addition to the welcome package for the distinguished visitor (DV), and it prompts him or her about your social event.

Handwritten Invitations

Formal invitations do not have to be engraved. If the host or hostess prefers and if the size of the party permits, the invitations may be handwritten as illustrated: Use the “conversational title” (for example, “Colonel” instead of “Lieutenant Colonel” and “General” instead of “Brigadier General”).




General and Mrs. Henry Viccellio, Jr.
request the pleasure of the company of
Colonel and Mrs. Brown
at dinner
on Friday, the first of April
at eight o'clock
One Main Circle
Randolph Air Force Base

RSVP
652-4126

Black tie

Partially Engraved Invitations

Partially engraved cards are less expensive and may be used for any occasion. They are generally used by those who entertain often and are correct for luncheons, receptions, or dinners. To honor guests, use the phrases “In honor of _____” or “Honoring _____.” The first phrase is used more often for prominent personalities; the second for new arrivals. Use the conversational title (for example, “Colonel” instead of “Lieutenant Colonel” and “General” instead of “Brigadier General”).



General Henry Viccellio, Jr.
Commander, Air Education and Training Command
requests the pleasure of the company of
Colonel Johnson
at a luncheon
on Monday, the sixth of June
at twelve o'clock
Randolph Room, Officers' Club, Randolph Air Force Base

RSVP by 1 June
652-4126

Service Dress
Cost: \$7.00

Forms of Address on Envelopes and Invitations

List the primary first on the envelope. Who is the primary? A person who merits an invitation because he or she is a member of the staff, a civic leader, etc.

For invitations, list the primary first, regardless of the spouse's grade or gender. Don't be tempted to list the higher ranking individual first or to use the traditional method of listing the male first. This is true for both handwritten invitations and partially engraved ones. List each person with the appropriate grade and title. Spell out the grade (except Dr. Mr., Miss, Mrs., and Ms.).

EXCEPTIONS: Sometimes the primary prefers not to be listed with a grade and title; he or she wants to be listed second, even though he or she may be the primary invitee. If you know of this preference, you should accommodate the individual's wishes. For example, a female military member may prefer to be listed as "and Mrs." (for example, "Captain and Mrs. William G. Clark") even though she is the primary invitee or has a military grade of her own.

On the envelope, list the formal grade for each individual ("Second Lieutenant," "Lieutenant Colonel," or "Brigadier General"). Some examples are:

- Major General and Mrs. John R. Doe (or) Major General John R. Doe
Commander, (name of organization)
and Mrs. Doe
1 A Street Ste. 01
Randolph AFB TX 78150-4324
- Captain John A. and Lieutenant Mary E. Jones
- Lieutenant Colonel Susan E. and Mr. John A. Smith
- Colonel John P. Davis, USAF (Retired)

NOTE: Do not use "USAF (Retired)" when you include the spouse. For example, use "Colonel and Mrs. John P. Davis."

Defining Dress Requirements

The most common interpretation of dress requirements is provided below. However, the area of the country and local custom often changes the usual meaning. For example, casual in Washington DC means something different than in San Antonio TX. When in doubt about proper dress, check with the person or organization issuing the invitation.

Instead of using the terms casual, informal, or formal on invitations, consider more descriptive terms such as sport shirt, coat and tie, business suit, service dress, or mess dress.

- Casual attire means comfortable and unrestricted. For men, this is a short- or long-sleeve open-neck shirt and no tie. For ladies, any casual dress or slacks outfit is appropriate.
- Informal attire means coat and tie. Either a sport coat or a suit is appropriate for men. Ladies have several options — a long or short dress or a pant suit.
- Business suit means a tie and conservative suit for men and a dressy, street-length or "Sunday" dress for ladies.
- Semiformal attire for the military is the mess dress. Semiformal attire for civilian men is designated "black tie." Ladies traditionally wear a cocktail dress, dressy pant suit, or fancy long dress.
- Formal dress is a black tail coat with a white vest. This is worn primarily in the Washington DC and State Department arena.

Occasionally, an officer's spouse who is also military will ask if he or she has the option to wear civilian attire instead of the uniform specified for military personnel. The answer is no; the prescribed military uniform will be worn. Therefore, if the mess dress is the prescribed military uniform, the military spouse will wear the mess dress.

Determining Precedence at Official Military Functions

Precedence is based primarily on grade and position.

The Chairman of the Joint Chiefs of Staff outranks all other officers, followed by the Chiefs of Staff (who are ranked by their date of appointment). They are followed by active four stars (by date of rank), retired four stars, active three stars, retired three stars, active two stars, etc. There are very few exceptions to this. Two exceptions would be at the wing and command levels. Because of their positions, the commander and vice commander of a wing should take precedence over other colonels in the wing even though the other colonels maybe senior (by date of rank). Similarly, at major commands the directors and chiefs of special staff take precedence over other staff officers of similar grade.

At official functions where participants are not all military, determining precedence is more complicated. DoD Flight Information Publication (FLIP), paragraph 43, gives guidance and can be obtained at your local base operations. If you are unsure of the position of a guest, call the guest's office and ascertain which DV code is used for travel on a military aircraft.

If your problem is to determine where the chief executive officer of Jones Manufacturing fits in with a mayor and your staff, you won't find the answer in an official publication. The commander will have to subjectively assign a precedence to civilians in your community. At AETC headquarters, corporate chief executive officers are considered general-officer equivalents. Civic leaders are usually seated alternately with the military.

If you have a large group of civilians in attendance, determine which guests are the most important based on the purpose of the event. They can't *all* sit at the head table or in the front row. If there is logic to the way you determine the seating, few will argue. In case of a tie, give the nod to the elected officials.

Seating at Official Functions

The primary determinant is date of rank (see exceptions in the paragraph titled "Determining Precedence at Official Military Functions") and any special circumstances.

There are many possible seating plans shown in this pamphlet, but they don't cover every option.

At mixed functions, the place of honor for the senior male guest is to the right of the hostess. The place of honor for the senior female guest or the wife of a male guest of honor is normally to the right of the host. (EXCEPTION: At a table of eight when there is an equal number of couples, seat the number one lady to the left of the host in order to have a true "boy-girl, boy-girl" arrangement.)

At official functions, husbands and wives should be seated at the same table, but not next to each other. On the other hand, engaged or unmarried couples should sit together. At unofficial or social occasions (usually decided by the host), spouses can be seated side by side.

Keep in mind, the place of honor is normally given to the senior guest (in terms of precedence). For example, if you invite Brigadier General Smith from XXXXX Air Force Base to be the guest speaker at your function and you also invite Major General Jones, because of grade you should give Major General Jones the place of honor, introduce him or her first, etc. An exception is when the senior officer specifically agrees to defer to the junior.

Helpful Hints Regarding Seating

At a large dinner, each table should have a host from the sponsoring organization. Disperse the visiting guests and other staff members among all the tables when possible.

At an informal gathering (such as a staff retirement party where there are not visiting dignitaries) and if the host and hostess prefer, it is appropriate to seat the husband and wife, as well as engaged or unmarried couples, next to each other.

At installations where there are individuals from higher headquarters along with tenant units, determine a seating order. This depends on the host, the event, and whether the guest is a commander or vice commander, etc.

Seating for a military couple is determined by the *principal* military invitee.

PLACE CARDS

Place cards should be used for lunch/dinner events. They lend an air of formality, provide control for proper seating arrangements and assists guests in locating their seats.

Source

Star rank (flag) of host if appropriate or unit crest or plain card stock

Size

Approximately 2 x 3 inches
(may fold to stand upright or may be laid flat)

Print

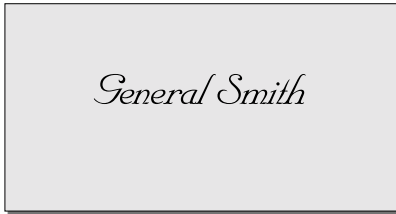
Produced by computer/graphics/handwritten

Name

Except for the Navy, rank is conversational rank
i.e. Colonel for a Lieutenant Colonel

Examples:

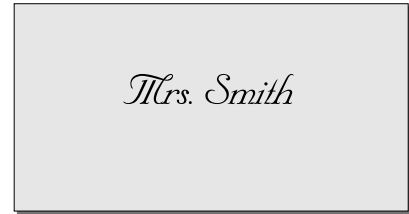
For an Army/AF/MC (Lt Gen)



For a Navy Admiral



For a Mrs.



NAME TAGS

Although place cards should always be used, use of name tags is optional. The host and hostess decides if they should be used and how formal the names will be. Name tags primarily help the visiting guests remember the names and grades of staff members and their spouses. They are normally worn on the right side to facilitate reading during a handshake.

There is no directive governing name tags or a standard way to prepare them. Usually the abbreviated grade is first, then the "go by" (the name the person usually goes by), and then the last name (Maj Gen John Smith). At a casual, in-house affair, the host may prefer to use first and last names only (John Smith) or to not use name tags at all. Whatever the approach, he or she should be consistent.

Name tags have an additional purpose at an official dinner. Uncollected tags highlight which guests have not arrived — a good thing to know before ringing the dinner chimes.

Source

Commercial self-adhesive (plain or with unit logo)

Size

Approximately 2 x 3 ½ inches

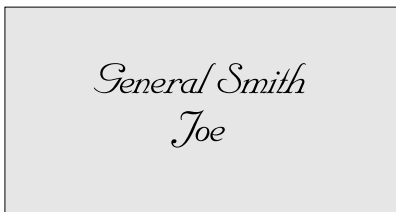
Print

Produced by computer/graphics/handwritten

Name

Conversational rank i.e. Colonel for a Lieutenant Colonel and first/nickname

Examples:



ARMED FORCES OFFICER RANK ABBREVIATIONS

ARMY

General	GEN
Lieutenant General	LTG
Major General	MG
Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT

NAVY

Admiral	ADM
Vice Admiral	VADM
Rear Admiral	RADM**
Rear Admiral (lower)	RADM**
Captain	CAPT
Commander	CDR
Lieutenant Commander	LCDR
Lieutenant	LT
Lieutenant Junior Grade	LTJG
Ensign	ENS

★★ The Navy refers to both O-7's and O-8's as "Rear Admirals." Technically, the O-7 is a Rear Admiral (lower half) and the O-8 is a Rear Admiral (upper half). Keep this difference in mind when rank-ordering officers in these two grades. When writing, refer to them as "Rear Admiral;" when speaking, they are both "Admiral."

MARINE CORPS

General	Gen
Lieutenant General	Lt Gen
Major General	Maj Gen
Brigadier General	Brig Gen
Colonel	Col
Lieutenant Colonel	Lt Col
Major	Maj
Captain	Capt
First Lieutenant	1 st Lt
Second Lieutenant	2 nd Lt

AIR FORCE

General	Gen
Lieutenant General	Lt Gen
Major General	Maj Gen
Brigadier General	Brig Gen
Colonel	Col
Lieutenant Colonel	Lt Col
Major	Maj
Captain	Capt
First Lieutenant	1 st Lt
Second Lieutenant	2 nd Lt

FORMULAS FOR INTRODUCTIONS

Formal

- Introduce a man to a woman
“Mrs. Smith, may I present Mr. Jones?” or
“Mrs. Smith, may I introduce Mr. Jones?”
- Introduce a younger person to an older person
In this case, you are presenting a child to an adult
“Mr. Smith, I would like to introduce my daughter, Mary Johnson.”

Informal

- To introduce two persons in a group where everyone is on a first-name basis, just say,
“Mary Smith, I want to introduce Tom Jones.”
- If you know only one of the two persons by his or her last name, then introduce them as Ms., Mrs., or Mr. to be consistent.
“Ms. Smith, I want to introduce Mr. Jones.”

TIP:

It helps to add some information that will launch others easily into conversation.

- “Ann Smith, I want to introduce John Hills. John and I were classmates in college, and he’s here on business. Ann and I share an office.”
- If you are introducing a number of persons, it is easy.
- Mention the new person’s name, and then give the names of the others in the group.
- If you cannot remember all of their names, it is correct, acceptable, and practical to suggest that they introduce themselves.
- Do not use expressions such as “shake hands with” or “make the acquaintance of.”
- Do not tack on “my friend” to one of the names when introducing two persons. It implies that the other person is not a friend.
- If you are introducing new arrivals at a party, a round-the-room-tour is not necessary.
- Introduce the newcomers to the closest group of persons and check from time to time to make sure they are circulating.
- Guests are responsible for circulating and introducing themselves, when the host is busy.
- Hosts might add a conversation starter, such as, “Mary has just returned from London” or “Al is an attorney.”
- One does not give a lavish biography to impress the other guests.

Spouse Introductions

- Never refer to your husband or wife as Mr. Smith or Mrs. Smith in social introductions.
- If your last name is known to everyone, all you need to say is “Tom, my husband” or “Mary, my wife.”
- A man should never say “Meet the missus” or “Meet the wife.”
- If a woman has become well known by a professional name, she should mention their married name when introducing her husband: “Mr. Jones, I would like to introduce my husband, Tom Williams.” This avoids the awkwardness of the husband being called “Mr. Professional Name.”

Introducing Relatives

Clarify their relationship to you.

- “Clay Brown, I would like to introduce my brother, Grant Robertson.”
- “Mary Smith, I would like to introduce Ellen Colby, my sister-in-law.”
- If one’s mother has remarried, “My mother, Mary Cameron,” or “My stepfather, Harry Cameron.”

PROTOCOL AT OFFICIAL EVENTS

Formal Dinner Parties

The host should always escort the senior lady to the dining room first. The hostess takes the left arm of the senior man and they enter last. (This is also a nice touch for informal dinners.)

Introductions

Members of the head table are introduced first. One scenario might be in this order: the master of ceremonies (MC) will introduce the host and then the remainder of guests by grade/rank and position. Spouses are usually introduced after each primary. After the head table, the MC will say “and honored guests” or continue with introduction by grade/rank and position. It is desirable to have as few introductions as possible. Another way to make introductions is by category; for example, all wing personnel (by grade/rank and position), all squadron personnel (by grade/rank and positions), etc.

When introducing a DV’s spouse, use the lady’s title and surname only; for example, “The First Lady, Mrs. Jones.” In a less formal setting, consider using the spouse’s name first; for example, “Ladies (and Gentlemen), Mrs. Jones, wife of the Commander, Air Education and Training Command.” Secondly, if the spouse agrees, use the first name in the introduction; for example, “Ladies (and Gentlemen), Shirley Jones, wife of the ...”

Toasts

A toast is a gesture of honor proposed to the person, institution, sentiment, or the like to whose health or in whose honor guests drink (such as the President of the United States or the United States Air Force) prior to, during, or at the conclusion of a meal. Air Force tradition has been to toast immediately following the invocation. Excessive toasting can make for a long evening. While other toasts may be appropriate, too many toasts can cause the evening to run behind schedule and dampen the enthusiasm of the members of the mess. Champagne or sherry are favorite beverages for toasting, but any wine is appropriate. You would not offer a toast with a mixed drink or after-dinner liqueur.

Do not drain a glass of champagne or wine. On the contrary, take only a sip or two so there will be plenty of beverage left for other toasts. Even those who don’t drink alcoholic beverages should at least raise a glass to their lips (without sipping). Toasts to a person killed in action (KIA), missing in action (MIA), or a prisoner of war (POW) should be made with water only. The toast One More Roll was written and first proposed by our servicemen held captive in North Vietnamese prisoner of war camps where only water was available for toasting.

The person offering the toasts (man or woman) should stand and raise the glass in a salute while uttering the expression of good will and welcome for the guest of honor. All military members and males should stand unless they are the recipients of the toast. Nonmilitary females are not required to stand for a toast unless it is to the President of the United States or the US flag or if the wife of the host rises. Then common sense dictates that all females should follow suit.

The person receiving the toast remains seated while everyone else stands. After everyone else sits down, he or she may rise, thank the person who toasted him or her, and offer a toast in return. A woman may respond with a toast or she may remain seated, smile at the person who toasted her, and raise her glass in a gesture of “Thanks, and here’s to you.”



Staff Attendance at Social Functions

Staff members are usually invited to functions to help the host and hostess entertain the distinguished guests. Staff members should be encouraged to arrive a few minutes early and mingle with the guests.

RECEIVING LINE PROCEDURES

For official Air Force functions, the accepted procedure follows the White House Protocol of the principal preceding the spouse or guest through the line. Receiving lines should consist of as few people as possible.

To welcome the new commander and spouse at a change of command, the line may consist of the announcer (usually an aide or exec), the commander, and the commander's spouse. To welcome the new Officers Wives Club (OWC) president, the line may consist of the announcer (who might be the OWC vice president), then the outgoing president, followed by the new president.

To welcome the new OWC honorary president (the commander's wife), the line may consist of the announcer (in this case, perhaps the OWC president) followed by the honorary vice president who will introduce the new guest to the new honorary president. However, the line could be limited to just the announcer and the incoming president.

There is no iron-clad rule governing the formation and location of a receiving line. You will have to make a case-by-case judgment, depending on the circumstances. Make sure you set up the receiving line far enough from the room entrance to prevent a "blockade" and to accommodate the waiting line which will always develop. It is better for guest to wait in the room instead of outside or in an entry hallway. Normally the primary is followed by his or her spouse. Place a small table or stand behind the host or hostess for water or a drink.

An announcer should be first in line to introduce the guests to the official host or hostess who heads the line. Since the announcer is not a member of the receiving line, he or she should lock hands behind his or her back in order to *not* shake hands with guest. On some occasions, it is necessary to post a protocol officer or "set-up" aide about 6 to 8 feet before beginning of the receiving line. This person will inform the guest that the primary guest goes first and will give the announcer the primary guest's first and last name and title and his or her spouse's (or guest's) first and last name. To avoid congestion during large affairs, a "pull-off" aide may be needed to direct guests who have completed the line to other areas.

Protocol (including Flag Etiquette)

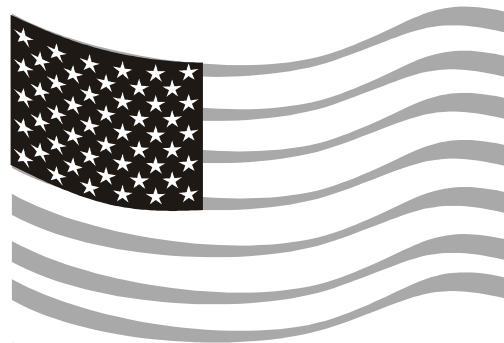
As the US flag passes during a parade, civilians should stand, face the flag, and place their right hand over their heart. When outside, military members in uniform will render a salute. During the playing of the National Anthem (for example, at Retreat), each person should face in the direction of the flag (if visible) or toward the music if the flag is not visible.

When Ruffles and Flourishes and the National Anthem are played, all guests should stand. Military members in uniform will render

the hand salute. When indoors, military members in uniform will stand at attention.

When foreign guests are in attendance at a function and national anthems are played, the foreign anthems should be played in alphabetical order; the United States anthem should be played LAST.

General officers who preside over a ceremony (retirement, promotion, awards, etc.) should have



their flag posted at the prominent point in the room. Only the presiding officer's flag will be displayed along with the US flag.

Positioning the Receiving Line

Announcer Host Hostess Guest of Honor Guest of Honor Spouse Extra Man

Guest flow →

Announcer Host/Hostess Guest of Honor Host/Hostess Guest of Honor Spouse Extra Man

Procedures for Guests Going Through the Receiving Line

Air Force

- A gentleman proceeds his lady through the line at official functions, ladies first at all others.

Army

- Ladies first at all functions except at the White House.

Navy

- Ladies first at all functions except at the White House. Although many senior Naval Officers have adopted the Air Force practice of gentlemen first at official functions.

- Place drinks, food and cigarettes and other smoking material on the table provided before entering the reception area.
- When going through the line, do not shake hands with the announcer. Give him/her your rank and last name, i.e., Major and Mrs. Smith, official title (Mayor and Mrs. Tom Jones), or Mr. and Mrs. Brown. Always provide your name even though you know the announcer. Memories fail at times.

- The announcer presents the guest to the host/hostess, who in turn presents him or her to the guest of honor (or hostess). The guest in proceeding down the line simply shakes hands and greets each person with a "How do you do" or, in the case of a friend or acquaintance, "Good evening, Sir John," or "It is good to see you again, Sir John." Never engage in extended conversation in a receiving line – you'll add to the congestion for those in the line behind you. Do not hesitate to repeat your name to members of the receiving line. Names do not travel well.

CEREMONIES AND SEATING

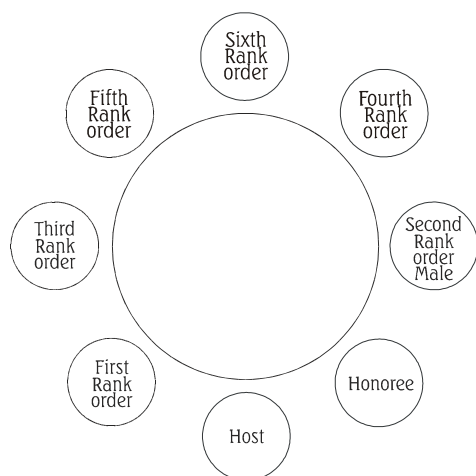
Basic rules for principals:

1. Identify the host and honoree.
2. Rank order all other guests and position at table as indicated below.
3. Take a look at the table composition. Does it pass the common sense test?
Is it the best mix of; U.S. to foreign,
 male to female,
 interpreters to those needing interpreters?
4. Submit to host for final approval

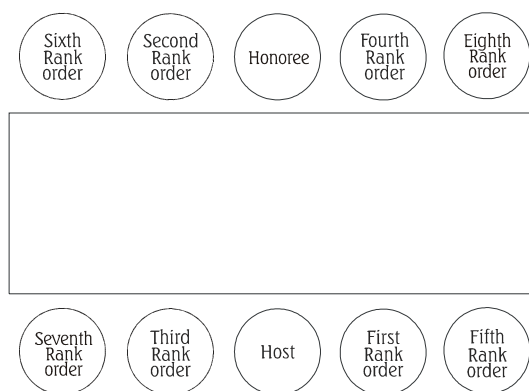
After approval, the table can be set with place cards, menu cards and a graphic display of the seating chart — placed in a position for guests to see as they enter the table area.

Notes

1. The host occupies whichever seat is determined to be the key/best seat. If the key seat is not obvious, look for things such as a view of the general area, or a view of additional tables in the party so the host can establish some eye contact with the persons acting as co-hosts at other tables and so that other guests can follow the host's lead. Try to keep the host away from the kitchen door, high traffic areas and noisy areas.
2. The guest of honor (honoree) sits to the right of the hostess (see examples).
3. Other guests are placed in rank order alternately to the right and left of the host.



Example using round table



Example using rectangle table

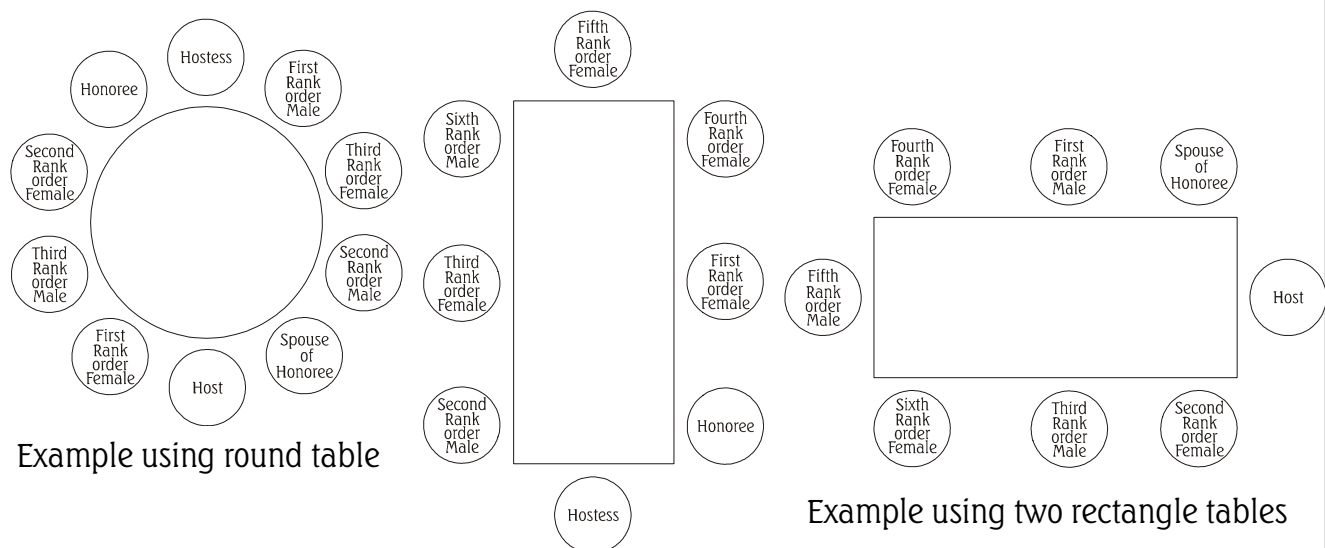
Basic rules for mixed (spouse included) socials:

1. Identify the host and hostess and the honoree and honoree's spouse.
2. Rank order all other guests (with spouses) and position at table as indicated below.
3. Take a look at the table composition. Does it pass the common sense test?
Is it the best mix of; U.S. to foreign,
male to female (do not seat married couples together),
interpreters to those needing interpreters?
4. Submit to host for final approval

After approval, the table can be set with place cards, menu cards and a graphic display of the seating chart — placed in a position for guests to see as they enter the table area.

Notes

1. The host occupies whichever seat is determined to be the key/best seat. If the key seat is not obvious, look for things such as a view of the general area, or a view of additional tables in the party so the host can establish some eye contact with those acting as co-hosts at other tables and so that other guests can follow the host's lead. Try to keep the host away from the kitchen door, high traffic areas and noisy areas.
2. The hostess sits opposite the host, or serves as host at a second table.
3. The guest of honor (honoree) sits to the right of the hostess (see examples).
4. The spouse of the guest of honor sits to the right of the host (see examples).
5. Other guests are placed in rank order alternately to the right and left of the host based on male-female mixture and not seating married couples together (and usually at different tables).
6. Examples assume the host and honoree are both male with female spouses.



EXAMPLE GUEST LIST

It's appropriate to include a guest list with the To Remind. This provides an opportunity to prepare for the social event, knowing who will be attending in an official capacity.

Dinner

*in honor of
The honorable John Moore, MCP
Minister for Defense, Commonwealth of Australia
and Mrs. Moore
Tuesday, the twenty-first of March
Two thousand
at six-thirty o'clock
Quarters A, 6 Hale Alii Avenue
Pearl Harbor, Hawaii*

*Hosted by
Admiral Dennis C. Blair, USN
Commander in Chief, U.S. Pacific Command
and Mrs. Blair
(Denny and Diane)*

*Guests of Honor
The Honorable John Moore, MCP
Minister of Defense, Commonwealth of Australia
and Mrs. Moore
(John and Jacqueline)*

*Guests
(listed alphabetically)
Mr. Allen Behm
Head of International Policy Division
Department of Defense, Australia
(Allen)*

*Major General Michael Hagee, USMC
Director for Strategic Planning and Policy, U.S. Pacific
Command
and Mrs. Hagee
(Mike and Silke)*

*Mrs. Brenda Lei Foster
Executive Assistant, Office of the Governor of Hawaii
and Dr. Larry Foster
(Brenda and Larry)*

*Ambassador Charles Twining
Foreign Policy Advisor, U.S. Pacific Command
and Mrs. Twining
(Charlie and Irene)*

*Mrs. Sheila Watumull
Dean of the Consular Corps of Hawaii
(Sheila)*

*Mr. Peter Woolcott
Consul General of Australia
and Mrs. Woolcott
(Peter and Tanya)*

SERVICE EQUIVALENT UNIFORMS & INSIGNIAS

	EVENT	CIVILIAN ATTIRE		ARMY	NAVY	AIR FORCE	MARINES
		Men	Women				
CASUAL EVENT	Working in field or plant environment	Sports Jacket (no tie) Open Collar, Sporty	Simple dress, or nice slacks, jeans	Battle dress Army Class B ⁽¹⁾	Aviation working green, winter blue or khaki ⁽²⁾	BDU SSS/LSS ⁽³⁾ without tie	Utility
BUSINESS EVENT	Business and informal social occasions	Business suit	Very dressy dress/suit or cocktail dress Dressy dress/suit Afternoon dress/suit	Army Green ⁽⁴⁾	Service dress blue Service dress white Summer khaki or white, winter blue	Service dress SSS/LSS with or without tie	Service A ⁽⁵⁾ Service B ⁽⁶⁾ Service C ⁽⁷⁾
PARADE	Parades ceremonies and reviews	Coat and tie Business Suit	Very dressy dress/suit or cocktail dress	Army Green Army Blue Army White	Full dress blue Full dress white	Service dress	Dress Blue
SOCIAL FUNCTIONS	Social functions of a general or official nature, private formal dinners, dinner dances, club affairs. ⁽⁸⁾	Black tie Tuxedo or Dinner Jacket	Long dress Very fancy short dress, evening trousers with very dressy top	Army Blue Mess Army White Mess	Dinner dress blue Dinner dress white	Mess dress	Evening dress or mess dress
OFFICIAL FUNCTIONS	Official formal evening functions, state occasions.	White tie	Long formal dress	Army Blue Mess/ Evening dress ⁽⁹⁾ Army White Evening Mess	Dinner dress blue	Mess dress	

(1) Green slacks and light green shirt with or without tie.

(2) Olive green service uniform with tie. Working blues and khaki are variants of the informal uniform and can be either short or long sleeve.

(3) SSS — Short sleeve shirt. LSS — Long sleeve shirt.

(4) Army green service uniform is similar to the Air Force service dress. Army blue uniform is "formal" when worn with black bow tie and "informal" when worn with black 4-in-hand tie.

(5) Service A — Blue jacket, trousers, and white shirt.

(6) Service B — Same as A, except with ribbons.

(7) Service C — Blue trousers and khaki shirt.

(8) Note: For black tie functions, for all services a tie is mandatory. For white tie functions, a bow tie is mandatory for all services.

(9) Army Blue Mess meets requirement of "black tie". Army Blue Evening Mess composed of blue jacket and pants, white formal dress shirt with wing collar, white vest, and white bow tie.

Additional DRESS CODE Information

White Tie: This is the most formal wear. It means full evening dress for military members, and floor-length evening dress for women.

Black Tie: Means full evening dress for military members (but may be the white mess jacket in season), and floor-length or a short cocktail dress for women.

Informal Daytime Reception: Men wear the uniform of the day or dark business suits. Women wear afternoon dresses or suits. Ladies in the receiving line do not wear gloves.

Formal Daytime Receptions: Men wear the uniform of the day or the prescribed invitation dress. Women wear afternoon dresses and white gloves. The right glove is removed when going through the receiving line and shaking hands with the head of state or dignitary of the church.

Informal of Civilian Informal or Semiformal:

This means the dress uniform for military members or a dark business suit and a short cocktail dress, dressy suit, long skirt, evening pants ensemble, church dress, or perhaps a fancy skirt and blouse for women (depending on the function).

Casual: Means sports jacket for men and a variety of short or long dresses, a blouse and skirt, or dressy slacks with a blouse for women.

Very Casual: Means slacks, jeans, or shorts, depending on the weather.

Aloha Attire or California Casual: Means Aloha shirt or open collar shirt for men; muumuu or sundress for women.

THE OFFICIAL ORDER OF PRECEDENCE

Below is the official order of precedence from *Service Etiquette*. In the left column are the DV codes from the *DoD Flight Information Publication, General Planning*. A simple conversation system for translating DV codes into general officer equivalents is to subtract the DV code from the base number 7. For example, a DV code 5 equates to a two-star general (2) (7-5=2). If a military member and a civilian have the same DV codes, the military has precedence.

Note: Senior Executive Service (SES) codes are pay levels; they do not reflect DV status.

CODE TITLE

DV-1	President of the United States Heads of state of foreign countries and reigning royalty
DV-2	Vice President of the United States Governor of a state in his (or her) own state Speaker of the House of Representatives Chief Justice of the United States Former Presidents of the United States The Secretary of State Secretary General of the United Nations Ambassadors of Foreign Powers Widows of Former Presidents Associate Justices of the Supreme Court The Cabinet: Secretary of Treasury Secretary of Defense The Attorney General Secretary of the Interior Secretary of Agriculture Secretary of Commerce Secretary of Labor Secretary of Health and Welfare Secretary of Housing and Urban Development Secretary of Transportation Secretary of Energy Secretary of Education Secretary of Veteran Affairs United States Representative to the United Nations Director, Office of Management and Budget Chairman, Council of Economic Advisors United States Trade Representative United States Senators (by seniority of Senate service or alphabetical when seniority is equal) Governors of states when not in their own states (by state entry into the Union) Former Vice Presidents of the United States Members of the House of Representatives of the United States (by seniority of House service or alphabetical when seniority is equal) Governor of Puerto Rico Counselor and Assistants to the President and the Presidential Press Secretary Charges d' Affaires of Foreign Powers Former Secretaries of State The Deputy Secretaries and Under Secretaries (Deputy Secretary equivalent of the Executive Departments) Administrator, Agency of International Development Director, United States Arms Control and Disarmament Agency

United States Ambassador at Large
 Secretary of the Army
 Secretary of the Navy
 Secretary of the Air Force
 Directory Office of Science and Technology Policy
 Chairman, Board of Governors of the Federal Reserve System
 Chairman, Council on Environmental Quality
 Chairman of the Joint Chiefs of Staff
 Retired Chairman of the Joint Chiefs of Staff
 Chiefs of Staff, Chief of Naval Operations and Commandant of the Marine Corps (by date of appointment)
 Commandant, United States Coast Guard
 Retired Service Chiefs and Commandants
 General of the Army and Admiral of the Fleet
 Secretary General, Organization of American States
 Representatives to the Organization of American States
 Chairman, Nuclear Regulatory Commission
 Director, Central Intelligence Agency
 Director, International communications Agency
 Administrator, Aeronautics and Space Administration
 Administrator, National Federal Aviation Administration
 Director, Office of Personnel Management
 Under Secretary of Defense for Policy
 Under Secretary of Defense for Research and Engineering
 Director of ACTION
 Director, Office of Community Services Administration
 Administrator, Environmental Protection Agency
 Under Secretary of Defense for Acquisition (precedes service secretaries on acquisition matters)
 Comptroller and Chief Financial Officer
 Under Secretary of Defense for Personnel and Readiness
 Chiefs of Services
 Commanders-in Chief of Unified Commands of the four star grade
 Retired Vice Chairman of the Joint Chiefs of Staff, Retired Chiefs of Services, and Retired
 Commanders-in-Chief of Unified and Specified Commands of the four-star grade
 Principal Deputy Under Secretary of Defense for Acquisition

DV-3

Special Assistants to the President
 Governors of Guam and the Virgin Islands
 Assistant Secretaries of the Executive Departments, Assistant Secretaries of Defense, General
 Counsel of the Department of Defense, and Advisor to the Secretary and Deputy Secretary of Defense for NATO Affairs (by date of appointment)
 The Chief of Protocol
 Deputy Administrator for NASA, Deputy Director for CIA, and Deputy Director, Arms
 Control and Disarmament
 Comptroller General of the United States
 Deputy Assistants to the President
 Judges, U.S. Military Court of Appeals
 Members of the Council of Economic Advisors
 Active or Designated U.S. Ambassadors and Ministers (carrier rank when in the United States)
 Mayor of the District-of-Columbia
 Commissioners of the Trust Territories
 Under Secretary of the Army
 Under Secretary Of the Navy
 Under Secretary of the Air Force
 Vice Chiefs of Staff, Vice Chief of Naval Operations and Assistant Commandant of the U.S.

Marine Corps (by date of appointment)
 Generals and Admirals (four-star grade)
 Retired Generals and Admirals (four star grade)
 Assistant Secretaries of the Army, the Navy, and the Air Force (by date of appointment within each service)
 The Special Assistant to the Secretary and Deputy Secretary of Defense
 Assistant to the Secretary of Defense
 Commanders-in-Chief of Unified Commands of three-star grade (by date of appointment)
 Principal Deputy Under Secretary of Defense for Policy
 Director of Defense Research and Engineering
 Assistant Secretaries of Defense, DoD General Counsel, DoD Inspector General, and Director of Operational Test and Evaluation
 Vice Chiefs of Services
 Assistant Secretaries and General Counsels of the Army, Navy and Air Force
 Director, Administration and Management

DV-4

General Counsels of the Army, Navy and Air Force
 Deputy Under Secretaries of Defense (by date of appointment)
 Lieutenant Generals and Vice Admirals (three-star grade)
 Retired Lieutenant Generals and Vice Admirals (three-star grade)
 Principal Deputy Assistant Secretaries of Defense (by date of appointment) and Deputy General Counsel of the Department of Defense
 Former United States Ambassadors and Ministers to Foreign Countries
 Deputy U.S. Trade Representative
 Civilian Aides to the Secretary of the Army
 Heads of Independent Agencies, Director of the FBI, and Mayors
 Treasurer of the U.S.
 Commissioner, Internal Revenue Service
 Deputy Assistant Secretaries of the Executive Departments and Assistant General Counsels of the Department of Defense (by date of appointment)
 Deputy Under Secretaries of the Army, the Navy, and the Air Force (by date of appointment within each service)
 Deputy Chief of Protocol
 Counselors of Foreign Powers
 Civilians Assigned to SES, GS-18 and scientific-technical positions (equivalent to others listed in DV code 4)
 Directors of Defense Agencies
 Members of Secretaries of Defense Boards
 Administrative Assistants of the Army, Navy and Air Force
 Deputy Under Secretaries of Defense (nonstatutory), Deputy Directors of Defense Research and Engineering, Principal Deputy Assistant Secretaries of Defense, DoD Principal Deputy General Counsel, DoD Deputy Inspector General, DoD Principal Deputy Comptroller, Director of Net Assessment, Director of Defense Procurement, Director of Small and Disadvantaged Business Utilization, and Director of Programs Analysis and Evaluation
 Deputy Assistant Secretaries of Defense, DoD Deputy General Counsels, Defense Advisors U.S. Mission NATO, Secretary of Defense Representatives to international negotiations, Deputy Comptrollers, and Assistant Inspector Generals

DV-5

Major Generals, Rear Admirals (upper)
 Civilians assigned to SES, GS-17, and scientific-technical positions (equivalent to others listed DV in Code 5)
 Deputy Assistant Secretaries and Deputy General Counsels of the Army, Navy and Air Force
 OSD Historian

DV-6

Brigadier Generals, Rear Admirals (lower)
 The Assistant Chiefs of Protocol

- The Secretary of the Senate
 Civilians assigned to SES, GS-16 and scientific-technical positions (equivalent to others listed in DV Code 6)
 Assistant Deputy Under Secretaries and Principal Directors
- DV-7** Captains USN or USCG, Colonels USAF, USA, or USMC, or comparable grade officers of friendly nations
 Counselors in Charge of Consulates of Foreign Powers GS/GM-15 (Civilians)
- DV-8** Senior Enlisted Advisors of the Armed Services (Master Chief Petty Officers of the Navy and Coast Guard, Sergeants Major of the Army and Marine Corps, and Chief Master Sergeant of the Air Force)

Notes:

1. This listing is an unofficial order of precedence.
2. Medal of honor recipients usually in three or four-star position *after* three or four stars attending event.
3. US Air Force personnel refer to AFRs 900-3 and 900-6 for guidance on the display of insignia (star plates, flags, etc.) for flag rank officers and civilian officials. US Army personnel refer to AR 840-10 for guidance on display of insignia (star plates, flags etc.)

ORDER OF PRECEDENCE

Order of States Determined by the Date of Admission into the Union

- | | |
|--------------------|-------------------|
| 1. Delaware | December 7, 1787 |
| 2. Pennsylvania | December 12, 1787 |
| 3. New Jersey | December 18, 1787 |
| 4. Georgia | January 2, 1788 |
| 5. Connecticut | January 9, 1788 |
| 6. Massachusetts | February 6, 1788 |
| 7. Maryland | April 28, 1788 |
| 8. South Carolina | May 23, 1788 |
| 9. New Hampshire | June 21, 1788 |
| 10. Virginia | June 26, 1788 |
| 11. New York | July 26, 1788 |
| 12. North Carolina | November 21, 1789 |
| 13. Rhode Island | May 29, 1790 |
| 14. Vermont | March 4, 1791 |
| 15. Kentucky | June 1, 1792 |
| 16. Tennessee | June 1, 1796 |
| 17. Ohio | March 1, 1803 |
| 18. Louisiana | April 30, 1812 |
| 19. Indiana | December 11, 1816 |
| 20. Mississippi | December 10, 1817 |
| 21. Illinois | December 3, 1818 |
| 22. Alabama | December 14, 1819 |
| 23. Maine | March 15, 1820 |
| 24. Missouri | August 10, 1821 |
| 25. Arkansas | June 15, 1836 |
| 26. Michigan | January 26, 1837 |
| 27. Florida | March 3, 1845 |
| 28. Texas | December 29, 1845 |
| 29. Iowa | December 28, 1846 |
| 30. Wisconsin | May 29, 1848 |
| 31. California | September 9, 1850 |
| 32. Minnesota | May 11, 1858 |
| 33. Oregon | February 14, 1859 |

34. Kansas	January 29, 1861
35. West Virginia	June 20, 1863
36. Nevada	October 31, 1864
37. Nebraska	March 1, 1867
38. Colorado	August 1, 1876
39. North Dakota	November 2, 1889
40. South Dakota	November 2, 1889
41. Montana	November 8, 1889
42. Washington	November 11, 1889
43. Idaho	July 3, 1890
44. Wyoming	July 10, 1890
45. Utah	January 4, 189
46. Oklahoma	November 16, 1907
47. New Mexico	January 6, 1912
48. Arizona	February 14, 1912
49. Alaska	January 3, 1959
50. Hawaii	August 21, 1959

Precedence of State and Local Government Officials

While there is no fixed order of precedence for state and local government officials, the wise host, in planning a seating arrangement, should consider the purpose of the function, the level of all official guests and any political significance.

A Mayor of a large important city might be placed after a United States Senator or Member of the House of Representatives depending on circumstances.

Lieutenant Governors in their own states might equate to a Deputy (or Under) Secretary of an executive department.

If State Senators are in their own states, they rank in the area of General Counsels of the military departments, or possibly higher depending on the occasion and other factors.

TOASTS FOR FOREIGN DIGNITARIES — GENERAL PROTOCOL (SEATED)

Formal

The president, host, or Mr. or Madam Vice proposes the first toast(s) during formal occasions. If a toast to the colors is done, it is always the first toast.

TOAST: To The Flag of the United States of America

RESPONSE: To the Colors

The second toast, in order of precedence, is to the heads of state of the allied nations represented. The toast is made in the order determined by the seniority of allied officers present. Remember that Commonwealth nations toast the sovereign, not an elected official. The following are selected samples of toasts to foreign heads of state:

AUSTRALIA: Toast: To the Queen of Australia
Response: To the Queen

BELGIUM: Toast: To His Majesty the King of Belgium
Response: To His Majesty

CANADA: Toast: To Queen Elizabeth, Head of the Commonwealth
Response: To the Queen

GERMANY: Toast: To His Excellency the President of the Federal Republic of Germany
Response: To His Excellency

GREECE: Toast: To His Excellency the President of the Hellenic Republic
Response: To His Excellency

ISRAEL: Toast: To His Excellency the President of the Israel
Response: To His Excellency

ITALY: Toast: To His Excellency the President of the Italian Republic
Response: To the President

JAPAN: Toast: To His Imperial Majesty the Emperor of Japan
Response: To the Emperor

KOREA: Toast: To the President of the Republic of Korea
Response: To the President

MEXICO: Toast: To His Excellency the President of Mexico
Response: To His Excellency

NETHERLANDS: Toast: To Her Majesty the Queen of the Netherlands
Response: To Her Majesty

NORWAY: Toast: To His Majesty the King of Norway
Response: To His Majesty

SAUDI ARABIA: Toast: To the Custodian of the two Holy Mosques
Response: To the King

SINGAPORE: Toast: To the President of the Republic of Singapore
Response: To the President

THAILAND: Toast: To His Majesty the King of Thailand
Response: To His Majesty

TURKEY: Toast: To His Excellency, the President of the Republic of Turkey
Response: To His Excellency

UNITED KINGDOM Toast: To the Queen, Her Majesty Elizabeth II
Response: To the Queen

At some locations, there may be a number of allied officers present at a dining in/out. In this case, it is appropriate to collectively purpose a toast to the heads of state of all allied nations represented.

TOAST: To The Allied Nations who are gathered with us here tonight, they are Australia, the Netherlands, Portugal, Spain, and the United Kingdom. To the Heads of State

RESPONSE: Hear! Hear!

After the head of each allied nation represented has been toasted, the senior allied officer then proposes a toast.

TOAST: To the President of the United States

RESPONSE: To the President

If no allied nations are represented:

TOAST: To Our Commander-in-Chief, the President of the United States

RESPONSE: To the President

Following the President's or senior allied officer's toast, a toast to the Chief of Staff of the Air Force is appropriate. Furthermore, a toast to the Chief of Staff to the Army, Chief of Naval Operations and Commandant of the Marine Corps is appropriate if officers of that service are present. The senior ranking officer representing a sister Service would then propose a toast to the Chief of Staff of the Air Force. If this occurs, toast to Chief of Staff of the Air Force should be last.

TOAST: To The Chief of Staff of The Air Force

RESPONSE: To The Chief of Staff of the Air Force

TOAST: To The Chief of Staff of the Army
RESPONSE: To The Chief of Staff of the Army

TOAST: To The Chief of Naval Operations
RESPONSE: To The Chief of Naval Operations

TOAST: To The Commandant of the Marine Corps
RESPONSE: To The Commandant of the Marine Corps

NOTE: If no other service is present, “To The Chief” is appropriate.

Some examples of other formal toasts are as follows:

TOAST: To The Secretary of the Air Force
RESPONSE: To The Secretary of the Air Force

TOAST: To The Chief of Staff of the Air Force
RESPONSE: To The Chief of Staff of the Air Force

TOAST: To The Chief Master Sergeant of The Air Force, Chief Master Sergeant
RESPONSE: To The Chief Master Sergeant of the Air Force

TOAST: To The world’s Greatest Air Force
RESPONSE: Hear! Hear!

TOAST: To All Present who are distinguished recipients of the Order of the Sword
RESPONSE: To The Recipients

TOAST: To General John A. Doe, Jr., Commander, Air Education and Training Command, A
Leader Among Leaders — An Airman Among Airmen
RESPONSE: Hear! Hear!

KIA, MIA OR POW Toast (one More Roll):

TOAST: “We toast our hearty comrades who have fallen from the skies and were gently caught by God’s own hands to be with him on high, To dwell among the soaring clouds they have known so well before, From victory roll to tail chase, at heaven’s very door. And as we fly among them, we’re sure to hear their plea, Take care, my friend, watch your six, and do one more roll for me.” To our fallen comrades killed in action, missing in action, or prisoners of war!

RESPONSE: Hear! Hear!

Note:

This toast is appropriate if the POW–MIA flag or table is present. This should always be the last toast and it should be made with water.

INFORMAL TOASTS

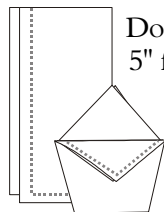
Informal toasts are also an important part of the occasion. They should be humorous, but in good taste. It may be advisable to “plant” some impromptu toasts to set the tone for the evening.

For more information on toast, refer to *Service Etiquette* (Third Edition, Naval Institute Press), your installation protocol office, or individual allied officers for the proper terminology to be used in toasting their heads of state.

DECORATING IDEAS

Napkins

Use one flat sheet to make a dozen 20" x 20" napkins. Use kerchiefs, hand towels, scarves, fringed squares of fabric.



Do not crease napkins, use natural folds. Cocktail napkins — 5" fringed squares/5"x 10" for dessert away from table.

Napkins can be in wineglass, on the plate, to left of the plate or in the center of the mat or place setting. For formal occasions, it is folded and put on the service plate.

Escort Cards

Escort cards are helpful in mixing your guests. The man's name goes on the outside and the lady he will take in to the buffet table is on the inside. These cards can be in puzzle pieces so guests need to go find their partner with the correct piece.

Menu Cards

Can use one for each person, a card for 2-4 people, one at the start of the buffet table, etc.

Can use in a small picture frame (inexpensive plastic... 2-part frame — name on one side & menu on other).

Place Cards

Print or hand write place cards. Can use nicknames, riddles, Christmas ornament that indicates a particular person, etc.

Flowers

- Cut stems on the diagonal under water, and immediately place in lukewarm water.
- Remove all foliage below the waterline.
- To extend life, recut stems and place in a fresh mixture of ½ water and ½ non-diet citrus soft drink.
- To stop mold, add ½ tsp. chlorine bleach per quart of liquid.



Candles

Don't use scented candles — some people are allergic. Put in freezer several hours before using to avoid dripping.

Not used at brunches, coffees, and luncheons.

Used at teas with drapes closed and evening functions.

Don't always use just 2 candles. Try massed groupings; put greens around them (ivy, pine, etc.).

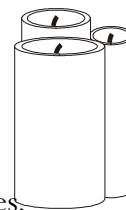
Use glass candlesticks of different sizes and shapes together — 2 tall, 2 flat, 1 flat, round.

Try groupings of votive candles.

Top of wick should be burned in advance.

To burn slower, place in freezer for several hours.

Be seasonal — use apples, squash, etc. to hold your candles.



Teacart

Teacarts are very useful for entertaining — traveling bar, cleaning cart, side table for coffee and dessert, etc.

Party Mixers

Escort cards — Name tags on back of guest & they have to go ask questions of others to discover who they are. Could also find the lady/gentleman who would match them as their dinner partner. Place card on the table has name inside of lady that each gentleman will sit for dessert (when time to move, ask gentleman to look inside their card, take their wineglass & napkin with them).

Inexpensive Festive Touches

- Tie long thin breadsticks with ribbon.
- Use lacquered chopsticks for Asian foods.
- Use linen dish towels for napkins.
- Vary your china patterns with each course.
- Make place cards with funny sayings.
- Have each guest bring a home-made dessert. This saves time and is fun.
- Send your guests home with a small party favor: wrapped cookies, candies, spiced nuts.
- Serve hors d'oeuvres and drinks in the kitchen.
- Hand out aprons and let your guests help prepare the meal.
- Make an edible centerpiece. Draw a number at the end of the evening to see who gets to take it home.
- Serve finger bowls with lemon slices.
- Steam little white washcloths in your vegetable steamer (rolled up), and pass them around after the meal.
- Create a coffee bar: hot coffee with individual bowls of shaved chocolate, whipped cream, Kahlua, cinnamon sticks, sugar cubes, brown sugar and some liqueurs.
- Make two dramatically different desserts and serve them alternately to guests. This encourages sharing and conversation.

Party Supplies to Collect

- Anything silver (if you're willing to clean it)
- Chafing dishes
- Decorative candles & candle holders
- Crock pots (large and small)
- Punch bowl, ladle and cups
- Extra salad and dessert forks
- Extra teaspoons and iced teaspoons
- Pitchers
- Cocktail and dinner napkins (cloth)
- Tablecloths & place mats (cloth)
- Attractive trivets for hot foods
- Plastic sand buckets for summer parties
- Plain or painted clay pots
- A blow up kiddie pool for beverages
- Red, white and blue items
- Fabrics to scrunch on table-tops
- Ribbon for table runners and decoration
- Lemons & limes in a vase
- Mirrored tiles for centerpieces
- Hat boxes
- Small framed pictures
- Birdhouses
- Fish netting
- Votive candles, clustered in different shaped glasses
- Serving utensils
- Seasonal items
- Warming trays
- Vases
- Glasses
- Carafes
- Serving bowls
- Chargers
- Bamboo trays
- Cheese knives
- Wooden plates
- Quilts for tablecloths
- Thermos
- Baskets
- Ice buckets
- Assorted platters
- Pinecones
- Metal washtubs
- Garden tools
- Artificial flowers, vines, garlands or fruit
- Seashells and sand right on the table
- A variety of nuts, spray painted
- Large bowls of M & Ms

COMMON ETIQUETTE QUESTIONS

1. When is it OK to leave your hat on indoors?
 - Don't wear hats with evening clothes.
 - Daytime hats may be worn outdoors or indoors except in theaters or auditoriums where they might block the view of those behind them.
 - It is always correct for women to wear a hat to church and in the church.

TIPS ON TIPPING

- Always check to see if a service charge is already added to the bill.
- In foreign countries, always tip in the local currency. Check a tour book for local tipping rules. When in doubt, use American tipping guidelines.

WAITERS/WAITRESSES:

- 15% in average restaurants; 20% in upscale hotel or restaurants; 10-15% for lunch.
- No less than 10 cents for coffee or 25 cents for a snack.
- \$5 to \$10 to the headwaiter *only* if he made special arrangements for you.

WINE STEWARD: 15% of wine bill
(Same for Bartender)

COAT/HAT ATTENDANT: \$1 (75 cents for the service, 25 cents tip)

WASHROOM ATTENDANT: 50 cents

GARAGE ATTENDANT: \$1 in small towns, \$2 in large cities; tip only after you receive your car back

TAXI: 15% of fare

BELLHOP: \$1.50 for 1st bag, \$1 for each extra bag

CHAMBERMAID: \$3-\$5 if staying for several days; \$5-\$10 for a luxury hotel

TOUR GUIDE: 50 cents to \$1; for a long and pleasant trip, \$5-\$10 each for the driver and the guide

SKYCAP: \$2 for loaded baggage cart or \$1 for a bag

2. When am I obligated to bring a hostess gift? When would it be wrong to bring a hostess gift?

- If the party is especially for you, sending flowers ahead of time or bringing a hostess a gift is appropriate.
- Do not bring gifts of food, unless it is something light, like a box of chocolates that could be passed around after dinner or kept for another occasion.
- Do not bring gifts of food or wine that you expect the hostess to use or open that evening. (Tip for the hostess: Feel free to say Thank you and how much you will enjoy it at another meal.)
- Do not bring hostess gifts to large or formal parties – especially if you do not know the hostess well.
- See pg. 43 of Armed for Entertaining for excellent hostess gifts!

3. How do I use place cards? When should I use them?

- Place cards may be used in either formal or informal occasions. Their purpose is either for convenience to seat guests without confusion or as a matter of protocol.
- Flat or folded place cards are placed on the table above the plate.

4. Rules for serving wine.

- Serve wine with the meal, not before.
- The first wine is poured after all the guests have been seated.
- The server stands to the right of each person and pours until the wine glass is ½ full, never to the top.
- The woman seated to the right of the host is served first, then the woman at his left, and clockwise around the table. The host is served last.
- Red wine is usually decanted and white wines are left in the bottle.

5. Guidelines for condolences... expression of sympathies, sending flowers, etc.

- Remember, the grounds for writing such letters are respect, obligation, affection and friendship – they are always appreciated.
- Letters are addressed to the spouse or closest family member. Consult various etiquette books for samples.
- Never send flowers in the name of the deceased.
- If sending to a home, send in the name of the closest relative.
- If sending to a church or funeral home, the florist will address them to "The funeral of Jane Doe."

RESOURCES:

Emily Post's Etiquette, Elizabeth L. Post, 1992
Service Etiquette, 4th Edition, Oretta D. Swartz, 1988

INTERNATIONAL TIDBITS

Planning on doing some Space-A Travel? Here is just a smattering of helpful etiquette tips!

World in General

- Good rule of thumb: AVOID all hand gestures! The number of possible gaffes is too numerous to elaborate!
- Keep hands out of pockets while talking.
- Respect titles and use last names.
- Avoid conversation about religion and politics.
- Avoid use of any American colloquialisms.
- Be very aware of dietary restrictions in various countries.

Far East

- All Buddhist images, including those at tourist sites are considered holy and are not to be photographed without permission.
- Receive and give gifts with both hands.

Chopstick Etiquette

- Never leave your chopsticks standing upright in your rice bowl.
- ALWAYS finish your rice!!
- Don't "fish around" in your food with chopsticks; whatever your chopsticks touch, eat it!
- Never lick or bite your chopsticks!

Japan

- Japanese do not like casual body contact, such as touching their shoulder, back-slapping, etc. They do concede to hand-shaking with Westerners but prefer the traditional bow. In addition, only glance occasionally into the other person's face. It is otherwise considered an affront and disrespectful.
- Do not surprise your host with a gift if they are not in a position to immediately reciprocate; however, they enjoy receiving gifts! Your gift should be wrapped in pastel paper, no bows. Gift-giving is an art in Japan, so read-up on the Who, What, Where, When, and How's!
- Do not discuss World War II.

Middle East

- The Persian Gulf is the Arabian Gulf.
- Muslims are not Muhammadans.
- It is an insult to have the soles of your feet or shoes showing. Do not prop up your feet or cross your legs in such a way as they will show.
- Eat with your right hand.
- Dress very modestly with as much of your body covered as possible.
- Do not talk about your pet dog back home.
- Do not admire everyone's possessions or they might give it to you!
- Do not give gifts for wives; however, gifts for children are wonderful.

Great Britain

Avoid referring to someone as "English". Use the term "British". Remember, Great Britain is made up of England, Scotland, and Wales. (The United Kingdom includes Northern Ireland.) Also, people from Scotland are Scots or Scotsmen, not Scotch.

France

Speak English. They are usually appalled at anyone else's French, including some other Frenchmen.

Resources:

The Everything Etiquette Book, Nat Segaloff, 1998
The Rituals of Dinner, Margaret Visser, 1991
Do's and Taboos of Hosting International Visitors, Roger E. Axtell, 1990
Do's and Taboos Around the World, 1985 The Parker Pen Company

DEAR MISS MILITARY MANNERS

The following are common questions that the Miss Military Manners Editorial Staff will address. Space is provided for your use. Additional questions that the Staff will not address are provided with answers in the back of this section.

Dear Miss Military Manners,

How far in advance do I need to send invitations for a party and when should the RSVP be dated?

A Party Giver Wanna-be

Dear Party Giver,

The book, Service Etiquette, has yet again provided useful information in my search for the correct answer to your questions!

The resource states that a two to three week advance notice is appropriate for most functions, a three to four week notice for special occasions such as weddings. This will largely depend on what type of function you are having or the guests you are inviting. I always feel that a two week notice is wonderful for planning purposes, especially if child care is an issue. If I am inviting very close friends a simple telephone call a day or two before the dinner may suffice, use your best judgement to fit the party.

R.S.V.P. should be placed on the bottom of your invitation with your telephone number. This means that everyone who receives an invitation is expected to call you with either their acceptance or regrets. Please always respond immediately upon receiving the invitation. Within 48 hours of receipt is the general guideline. This really helps the party giver to plan. Do not put them in the awkward position of having to call you for an answer. Reply cards are usually enclosed with invitations to large official functions. These should be printed in the same style as the invitation with self-addressed envelopes. The same rule applies, send these back within 48 hours as an accurate attendance count helps facilitate the planning.

You may choose to place "Regrets only" followed by your telephone number on the invitation for the convenience of the guests in contacting you. This way only the people who will not be able to come to your function need to call.

Please mail those invitations out early and never ever ignore an invitation. The party giver has worked very hard to invite you to a wonderful event, show them a little courtesy!

*Party on,
Miss Military Manners*

Dear Miss. Military Manners:

I would like to have a formal sit down dinner for a few of my friends but I am unsure how to lay out my flatware for the different foods I will be serving. Can you help me?

Flatware Challenged

Dear Flatware Challenged,

I am very happy you asked this question. I have to think about what courses I am serving and what needs to be on the table way in advance in order to pull off a good dinner party. I obtained the following information from page 222 of Service Etiquette Fourth Edition which has a great chapter on Setting the Table.

- Flatware is always placed on the table in order of use, starting from the outside and working in toward the plate. These are a few rules worth repeating.
- The flatware, napkin, and plate are lined up one inch from the edge of the table.
- Forks are placed to the left of the plate, with the exception of the seafood fork, which is to the right of the spoon, tines up.
- There are never more than three forks in place on the table at any one time. If more forks are needed, they will be brought in with the course they accompany.
- When salad is served following the main course, the salad fork is placed next to the plate. When salad is served first, the salad fork is outside the dinner fork.
- Knives and spoons are to the right of the plate, with the blade of the knife facing in toward the plate.
- Teaspoons or place spoons on the informal luncheon or dinner table are used for soup served in cups or for fruit. Teaspoons on the breakfast table are for grapefruits, cereals, etc.
- Spoons for tea and coffee are placed on the saucers, at the right of the handles, before service.
- Dessert spoons and/or forks are usually brought in on the dessert plate, with the fork at the left, the spoon at the right.
- At informal meals, dessert spoons and/or forks may be placed on the table above the plate. The spoon will be above, with the handle to the right, and the fork will be directly below the spoon, the handle to the left. This is a European, not an American, custom.
- The iced beverage spoon, used mainly at luncheons, is placed on the table to the right of the soup spoon, or it may be laid above the plate, with the handle of the spoon to the right.
- The individual butter knife is laid across the top of the butter plate, parallel with the edge of the table. The handle of the knife is at the right, the blade is facing toward the edge of the table. The knife may be placed on the right side of the plate, parallel to the other table silver.
- The steak knife is in lieu of the regular knife.

If you would like additional information on setting your table, there are many etiquette books you may purchase to have readily at hand or the library has a great selection of books on the subject.

*Properly Yours,
Miss Military Manners*

Dear Miss Military Manners,

Is it appropriate to call my spouse's Commanding Officer by her first name?

Just Curious

Dear Curious,

According to the Navy Spouse's Guide by Laura Hall Stavridis, a good approach is to initially take a formal tone. The older or senior individual will often set the tone by asking you to call him or her by a first name. Remember that the CO, on first introduction, is referred to as "Captain." Once the CO invites you to refer to him or her by a first name (and COs usually do these days), feel free to do so, if you are comfortable with the practice. The same rule holds true for anyone else in the unit. The exception, of course, is if you, the spouse, are also a member of the service; in that case, the normal military courtesies apply, and you would refer to the individual by rank or with the appropriate "sir" or "ma'am."

Remember that common sense and general courtesy always apply. If in doubt, stay formal in addressing the individual but don't let that put a damper on your fun. Be yourself and enjoy the function you are attending!

*Signing off for now,
Miss Military Manners*

Dear Miss Military Manners,

I am very interested in the history of how the Change of Command Ceremony came into existence. Can you fill me in?

A History Buff

Dear History Buff,

The ceremonies, customs, and traditions of today's Navy draw their origin from ancient customs and laws and gradually merged into the British Naval Regulations in effect at the time of the American Revolution.

The Change of Command Ceremony that you witness today is prescribed specifically by U.S. Naval Regulations and is an honored product of the rich heritage of naval traditions. It is a custom wholly naval, without an equivalent counterpart in the Army and Air Force. Custom has established that this ceremony be formal, impressive and designed to strengthen the respect of authority which is vital to any military organization. Parading all hands at quarters and public reading of official orders stem from those days when movement of mail and personnel was a very slow process. This procedure was designated to ensure only authorized persons held command and that all aboard were aware of its authenticity.

The heart of the ceremony is the formal reading of official orders by the relieving officer and the officer to be relieved. Command passes upon the utterance by the relieving officer, "I relieve you, Sir!" The officer being relieved responds "I stand relieved!"

The strength of today's Navy stems in large measure from the observance of customs and traditions, each founded on need, each contributing its share of stability to another officer, and reflects the dedication of free men serving their nation proudly.

*Historically yours,
Miss Military Manners*

Dear Miss Military Manners,

Are calling cards still necessary?

*Concerned
About
Tradition*

Dear Concerned,

According to Navy Spouse's Guide by Laura Hall Stavridis: Calling cards were a formal part of the old custom of calls, so they, too, are not seen much anymore in navy social life. Many working spouses today, of course, have business cards, and these can be used as substitutes for the old calling cards if desired. If your host or hostess wants guests to leave calling cards, there should be a tray near the front door. Don't hunt around for it, but if you do see one and if you have cards, feel free to leave one.

If you want purely social calling cards, they should be printed on heavy white or ivory paper in a standard size (three and one-quarter inches by two and one-quarter inches) in a clear font. You should have only your married name printed on the card; for example Mrs. John Jones.

When paying a call — if you ever do one formally — your spouse would leave one card for the service member and one for the spouse, as well as one for each lady in the house over the age of eighteen. However, no one leaves more than three cards.

This may sound somewhat overwhelming, but don't worry! You will find very few houses that place a tray out for calling cards; it seems no one expects them anymore. If you want to participate in this old custom, feel free — it will always be graciously welcomed."

*Traditionally yours,
Miss Military Manners*

Dear Miss Military Manners:

I'd like to throw a dinner party and include the CO and XO of the command. I'm nervous as heck about it, and keep thinking I should ditch the idea. I can't figure out whether to do a dinner, buffet supper or sit down buffet. (What exactly is the difference in the latter two?) Also, could I even do a sit-down dinner if I only have place setting for 6 and we want to have 8-10 guests? Can I have an overflow table? Do I need a seating plan and place cards? We don't normally say grace at our house, so how do I handle that for this dinner? I'm so worried about all these details, I'm not sure that I'll even enjoy the evening.

*Sincerely,
Drowning in Questions*

Dear Miss Military Manners,

At a recent dinner, a gentleman (term used loosely) proceeded to cut his roll in half, buttered both sides completely and then set it down on the bread plate to his right. Of course, this threw the whole table off and left someone without a bread plate. Isn't it still correct to break the bread and only butter small parts at a time? The one poor soul at our table who was left without a bread plate chose to forgo the bread completely. While we are on the subject of table manners, please specify where the soup spoon goes when one is not actively eating the soup, and what does one do with her napkin when she takes leave from the table?

*Sincerely,
Trying to Set the Record Straight*

Dear Miss Military Manners:

Can you help me define what "fashionably late" is? My husband and I disagree. He thinks we should arrive the exact minute of the start time on the invitation. I think it's OK to be 15 minutes or 30 minutes late, depending on the type of event. Just was IS considered "on time" for various types of functions? And if for some reason we know we'll be late, in addition to calling ahead, what should we do when we arrive?

*Signed,
Tired of Playing "Beat the Clock"*

Dear Miss Military Manners:

Picture this: after coffee was served at a formal dinner, another couple approached our table to say hello. I nearly knocked over my coffee cup trying to stand up to greet them. Now I wonder if all that fuss was necessary. What is the guideline? Do I sit or stand? And do I remain sitting if they stand there for a while talking to us?

*Yours truly,
Jack In the Box in a Formal Gown*

Dear Miss Military Manners:

We are hosting our first sit-down dinner for some members of the wardroom. Since there are only 8 of us, we are planning to serve dinner “family style.” Although it would be so nice to hire help for the dinner party, we probably can’t do that until a few promotions down the road. In the meantime, what are the guidelines for serving the food and for pouring the wine? As we finish eating, what is the best procedure for clearing the plates and getting on with dessert? I’d like for it to look like I’ve done this a thousand times.

*Truly Yours,
Hostess with the Mostess (Wannabe)*

Dear Miss Military Manners:

Our CO and his wife were so nice to invite a group of us for dinner at their house. It was a very fancy affair, with china, crystal and the works! Even though I was on my best behavior, my hands didn't want to cooperate. Right in the middle of the meal, my fork did some sort of somersault right out of my hand and landed with a loud clang on the floor! Oh, the horror of it. I was terribly embarrassed. What is a person to do? The hostess noticed right away (how could she not?) and obtained a new fork for me. I felt the need to apologize profusely for the loud interruption to everyone's conversation, but the apologies only seemed to make matters worse. What should I have done?

*Signed,
Two Left Hands in Hawaii*

Dear Miss Military Manners:

When I get nervous, I become terribly clumsy. Now I have something to be nervous about! I've been invited to a coffee at the Admiral's house. I'm terribly worried that I'll spill something especially since we'll be juggling drinks and food plates while standing, talking and shaking hands. What is your suggestion if I drop or spill something (other than water) on my hostess's carpet? Do I clean it up myself or pull her away from her hostess duties to take care of my mistake?

*Signed,
Nervous*

Dear Miss Military Manners:

Please tell me that “thank you” notes are obsolete! Do I need to send one for every social event I attend? If I say a very heartfelt thank you as we are leaving the party, do I really need to write a note or phone later to say it all over again? If the answer is yes, I hope you will at least tell me that it is OK to do this with an e-mail. It is so much easier and quicker too! Sending a handwritten thank you note just takes so much time.

*Signed,
Writer’s cramp*

Dear Miss Military Manners:

I need help, and quick! Our CO and his wife are throwing a dinner party and I did my duty by responding to the invitation within 48 hours. My sitter wasn’t available so I called with our regrets. Now the party is a week away and my sitter just called with the glorious news that she is able to take care of the kids after all. Is it too late to call and try to get back on the guest list?

*Sincerely,
Really Want to Go*

Dear Miss Military Manners:

I have two children who are very quiet and well behaved. They were out of school on the day of a change of command, so we decided to bring them along. We thought it would be a good educational experience for them to witness this military tradition. Both children were quiet and respectful during the ceremony and reception. Much to my dismay, I noticed disapproving glances from the XO's wife. Now I fear I've made a terrible mistake. How should I handle the situation now?

*Sincerely,
Kids or No Kids*

Dear Miss Military Manners:

I recently received an invitation to a dinner, given by the Executive Officer of my husband's command. I am very excited about this opportunity to get to know the XO and his wife but I am very anxious about one thing... what to wear?! The invitation says "casual." Does that mean that I should wear jeans and a cute T-shirt? Please help me. I don't want to be disrespectful to my hosts by under-dressing but I also don't want to stick out by over-dressing.

*Sincerely,
Lost in My Closet*

READING LIST

Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. McCaffree, Mary Jane and Innis, Pauline. Published by Devon Publishing Company, Inc., 1985.

Today's Military Wife 4th Edition Meeting the Challenges of Service Life. Cline, Lydia Sloan. Published by Stackpole Books, 1998.

Service Etiquette, Fourth Edition. Swartz, Oretta D. Published by Naval Institute Press, 1997.

Social Usage and Protocol Handbook. Department of the Navy, 1997.

Kiss, Bow, or Shake Hands. Morrison, Terri; Conaway, Wayne and Borden, George. Published by Adams Media Corporation, 1994.

Naval Ceremonies, Customs, and Traditions 5th Edition. Mack, William and Connell, Royal. Published by Naval Institute Press, 1980.

Practical Protocol for the Military Government 12th Edition. Peterson, Jim. Published by JMAR Management and Training, 1999.

The Everything Etiquette Book. Nat Segaloff Published in 1998.

The Rituals of Dinner. Margaret Visser Published in 1998.

Do's and Taboos of Hosting International Visitors. Roger E. Axtell Published in 1990.

Do's and Taboos Around the World. 1985 the Parker Pen Company

Emily Post's Etiquette 16th Edition. Peggy Post. Harper Collins, 1997

The Amy Vanderbilt Complete Book of Etiquette. Revised and Updated Edition. Doubleday, 1995

"Armed for Entertaining... At Ease, A Creative Guide" (364 pages) printed in 1998 by the Joint Woman's Conference Committee. Designed to enlighten about all aspects of the military an indispensable guide to entertaining, the how-to's of parties, and many ideas for décor, menus and so much more.

Much Depends on Dinner: The Extraordinary History and Mythology, Allure and Obsessions, Perils and Taboos of an Ordinary Meal. Margaret Visser, October 1999.

Everyday Etiquette (Emily Post's Essentials). Peggy Post, July 1999.

ENTERTAINING WEBSITES

The “Best Party” Checklist	http://www.ywh.com/tips/party/partylist.html
Etiquette for a Dinner Party	http://www.ywh.com/tips/party/etiquettes.html
Flowers	http://www.ywh.com/tips/table/flowers.html
Candles	http://www.ywh.com/tips/table/candles/candles.html
Dinnerware	http://www.ywh.com/tips/table/dinnerware.html
Table Linen	http://www.ywh.com/tips/table/linens.html
Setting Your Table	http://www.ywh.com/tips/table/placement.html
Glassware	http://www.ywh.com/tips/table/glassware
An Illustrated Guide to Glassware	http://www.ywh.com/tips/table/glassware/glass-illustrated.html
Silverware	http://www.ywh.com/tips/table/silverware.html
An Illustrated Guide to Silverware ...	http://www.ywh.com/tips/table/silverware/silverware-illustrated.html
Silverware Glossary	http://www.ywh.com/tips/table/silverware/silverware-glossary.html
Napkin Folding	http://www.ywh.com/tips/napkin/napkins.html

CLAUDIA KAINE NATTER

Born in Brattleboro, Vermont, Claudia Kaine Natter was raised as a Navy junior. One of three daughters and a son to Captain Francis R. Kaine, USNR (Ret) and Audrey D. Kaine, she lived in San Juan, Puerto Rico; Norfolk, Virginia; and Coronado, California.

She attended Sacred Heart College in Belmont, North Carolina, then transferred to the University of San Diego College for Women in 1971 where she earned an Associate of Arts degree. In 1972 she graduated from the Parks Institute of Fashion Merchandising in Denver, Colorado.

While working in San Diego, California, she met and married LT Robert J. Natter, USN, in 1975. This led to 25 years of marriage, 3 children, 15 moves, Navy volunteerism, various merchandising and fashion jobs, and travel.

Her daughter Kelly Kaine Natter is a graduate of the University of Notre Dame, and serves as a Navy Ensign in flight training at Pensacola, Florida.

Her daughters Kendall Alice, a senior, and Courtney Elizabeth, a sophomore, are high school students at Norfolk Academy.

Throughout many Navy moves, Claudia has always found time to support Navy families as a volunteer in a variety of ways. She has worked with the Navy-Marine Corps Relief Society, Navy Ball Committee, Navy Thrift Shops, Commanding Officer/Executive Officer Spouse Seminars, Flag Spouse Seminars, and also serves as a volunteer in local community schools. The Japanese Maritime Self Defense Force officially recognized her for her significant enhancement of American-Japanese friendship and goodwill during her two years in Japan from 1996-1998.

An active participant in spouse education programs, Claudia recently co-edited the “S.T.A.R. Guide” with Deborah Dawson. This book is a collection of “Suggestions, Tips, and References” for new Flag Spouses from other Flag Spouses.

Claudia resides in Norfolk, Virginia, still living a great adventure with her family and husband Bob, the Commander-in-Chief of the U.S. Atlantic Fleet.